
Policy Section:	Human Resources
Policy Title:	Respectful Workplace
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1. RESPECTFUL WORKPLACE

- 1.1** The Renfrew County Joint Transportation Consortium (RCJTC) is committed to providing a workplace environment in which all individuals are treated with respect and dignity, and where workplace harassment and other inappropriate/disrespectful behaviour are not tolerated.
- 1.2** The RCJTC is committed to the implementation of measures and procedures to report and deal with incidents and complaints of inappropriate and disrespectful behaviour, workplace harassment or other contraventions of this policy and associated procedures.
- 1.3** The RCJTC expects and encourages appropriate behaviour of staff, characterized by the following:
 - a) working collegially with others (staff, parents/guardians, school staff, external agencies, etc.);
 - b) exhibiting the highest standard of professional behaviour in all activities;
 - c) creating an environment where all staff feel supported and empowered; and
 - d) fostering a supportive work and learning culture that values diversity and inclusion, fosters respect, and does not tolerate prejudice, discrimination, harassment, and/or bullying.
- 1.4** This policy shall apply to all staff working within the RCJTC and to members of the Board of Directors, parents, members of consultative committees, volunteers, facility users, contractors, and employees of other organizations who work on or are invited into RCJTC premises in the course of their interactions with staff.
- 1.5** The RCJTC expects all staff to be responsible for contributing to a respectful workplace.
- 1.6** The RCJTC expects that all staff will attempt to resolve issues as a result of friction, conflict, or disagreement in a respectful and professional manner that contributes to a healthy and productive workplace.
- 1.7** Where a conflict arises between RCJTC staff, opportunities for resolution should be sought, or may be presented, by the parties to the conflict in

order to resolve the matter. As such, the parties are expected to be open to solutions to the conflict at any time throughout the process.

Related RCJTC Administrative Procedures

AP.05.01 Respectful Workplace Procedure

Related RCJTC Forms

F.05.01 Respectful Workplace: Formal Complaint